

# California Regional Water Quality Control Board

## Los Angeles Region

320 W. 4th Street, Suite 200, Los Angeles, California 90013  
Phone (213) 576-6600 FAX (213) 576-6640 - Internet Address: <http://www.waterboards.ca.gov/losangeles>

### EXECUTIVE ORDER

No. EO-2010-01

#### AGENT FOR SERVICE OF PROCESS AND PROCEDURE FOR PUBLIC RECORDS ACT REQUESTS

**DATE: March 24, 2010**

In order to ensure that subpoenas, summons and complaints or other legal proceedings against the Regional Board, and requests for public documents under the California Public Records Act (Government Code § 6250 et seq.) are routed to the appropriate personnel and timely addressed,

IT IS HEREBY ORDERED AS FOLLOWS:

A. Service of Subpoenas

1. Only the following personnel, and only in the following order, are authorized to receive service of a subpoena, including subpoenas duces tecum, for business records, for person most knowledgeable (PMK), for the personal appearance by any staff member (in their capacity as such), or any other subpoena directed to the Regional Board (or any of its personnel in their capacity as such):

Primary Agent:	Ronji Harris, Executive Assistant	320 West 4 <sup>th</sup> Street, Suite 200 Los Angeles, CA 90013 (213) 576-6612 <a href="mailto:rharris@waterboards.ca.gov">rharris@waterboards.ca.gov</a>
Alternate Agent:	Samuel Unger, Assistant Executive Officer	320 West 4 <sup>th</sup> Street, Suite 200 Los Angeles, CA 90013 (213) 576-6607 <a href="mailto:sunger@waterboards.ca.gov">sunger@waterboards.ca.gov</a>

2. If neither agent is available, another alternate will be designated on the Primary Agent's outgoing voice mail. If no such designation has been made, the Executive Officer will receive service of process.
3. Process servers are requested to make contact in advance of service, so an agent can arrange to be available to receive service.

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March 23, 2010

4. Individual staff members are NOT authorized to receive service of a subpoena, even if the individual staff member is identified as the deponent.

**B. Service of Summons and Complaint or Other Legal Action or Process**

Only the following personnel (or their designees) are authorized to receive service of a summons relating to a civil complaint, a petition for writ of mandate, or other legal action or process against the Regional Board:

Tracy Egoscue, Executive Officer	320 West 4 <sup>th</sup> Street, Suite 200 Los Angeles, CA 90013 (213) 576-6605 <a href="mailto:tegoscue@waterboards.ca.gov">tegoscue@waterboards.ca.gov</a>
Jeffery M. Ogata, Senior Staff Counsel	1001 I Street Sacramento, CA 95814 (916) 341-5193 <a href="mailto:jogata@waterboards.ca.gov">jogata@waterboards.ca.gov</a>

**C. Public Records Act Requests**

All requests pursuant to the California Public Records Act (Government Code section 6250 et seq.) shall be sent to the attention of:

Ronji Harris, Executive Assistant 320 West 4 <sup>th</sup> Street, Suite 200 Los Angeles, CA 90013 (213) 576-6612 (phone) (213) 576-6625 (fax) <a href="mailto:rharris@waterboards.ca.gov">rharris@waterboards.ca.gov</a>
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Questions regarding this Order should be directed to Senior Staff Counsel Jeffery M. Ogata, at [jogata@waterboards.ca.gov](mailto:jogata@waterboards.ca.gov), or (916) 341-5190.

IT IS SO ORDERED.

  
\_\_\_\_\_  
Tracy J. Egoscue, Executive Officer

3/24/10  
\_\_\_\_\_  
Date

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